

RESOLUTION NO. 827

A RESOLUTION AUTHORIZING THE DISPOSITION OF MUNICIPAL RECORDS IN ACCORDANCE WITH THE HISTORICAL AND MUSEUM COMMISSION ACT 428 OF 1968.

WHEREAS, the Board of Commissioners of Penn Township, York County, Pennsylvania declares its intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993.

WHEREAS, a Local Government Records Committee was created by Act 428 of 1968, and empowered thereby to make rules and regulations for records and disposition. The Municipal Records Manual was approved by said Committee on July 16, 1993; and

NOW, THEREFORE, BE IT RESOLVED, it is the desire of the Penn Township Board of Commissioners to retain records of the Township so long as it is necessary to do so without unduly burdening the Township storage facilities with non-essential records.

BE IT FURTHER RESOLVED, that Penn Township, York County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

1999-2004	Evidence tags from destroyed evidence
2002-2007	Officer's statistics
2000-2008	Calibration records
2008	Accidents
2008	Traffic citations
2008	Summary cases/incident reports
2011	Officer's dailies
2011	Faulty cards/warnings/red tags/work orders/time off slips/parking tickets
2011	Expired alarm permits
	Outdated traffic citations
	Miscellaneous files from the Chief's office
1995-2003	Copies of bonds for sod, driveways, lights, etc.

RESOLVED AND ENACTED this 21st day of April 2014.

Board of Commissioners of Penn Township

By: Wendell S. Felix
Wendell S. Felix, President

Attest: Kristina J. Rodgers
Kristina J. Rodgers, Township Secretary